



# Bismarck

## ASSISTANT CITY ADMINISTRATOR

The City of Bismarck is accepting applications for Assistant City Administrator until January 31, 2016.

Bismarck, North Dakota, a rapidly growing community of population 68,000 is seeking its Assistant City Administrator to assist in managing the day-to-day operations of the City of Bismarck.

**Full Salary**

**\$119,881.02 - \$179,821.54**

*(Based on qualifications & experience)*

**Plus Excellent Benefits!**

Apply at

[www.bismarcknd.gov](http://www.bismarcknd.gov)

Click on *Jobs*



## **ASSISTANT CITY ADMINISTRATOR POSITION**

This is an at-will position. This position assigns work in terms of city goals and objectives.

The Assistant City Administrator coordinates and directs the development of departmental goals, interdepartmental operations, and policies; manages the development of efforts to improve operations, decrease turnaround times, streamline work processes, and promote cooperative activities.

The Assistant City Administrator aids in strategic planning activities; meets with citizens and citizen groups to exchange information; responds to citizen complaints, and reviews current or proposed programs and projects.

The Assistant City Administrator supervises research, procedural and administrative studies, and prepares reports for the attention of the City Commission and City committees. Plans, coordinates, and directs work relating to the preparation of City Administration and City Commission budgets; prepares, administers, and monitors assigned program budgets.

The Assistant City Administrator directs staff in preparation of meeting agendas and in following up on actions resulting from meetings.

This position has direct supervision over the public information officer and two office assistants.



## **DEPARTMENT PROFILE**

The mission of Administration is to provide timely and professional management services in accomplishing the City's mission and long-term goals. Administration provides a broad range of administrative, management, and financial services to all departments of the City as directed by the Board of City Commissioners. Administration also provides public information; answers questions on public finance, ordinances, and public record; issues various licenses and permits, reviews, and monitors the City's finances.

The department also provides technical and clerical support for various City committees and commissions, and coordinates their actions with the City Commission. It also coordinates the City election with Burleigh County.

## **MINIMUM QUALIFICATIONS**

Qualified applicants will need a bachelor's degree in business, public administration, or related field; and three-five years of progressively-responsible administration, supervisory, and project management experience.

A Master's degree in public administration, business administration, project management, or related field is preferred.



## **APPLICATION PROCESS**

Applications, cover letters, resumes, transcripts and certifications will only be accepted electronically via the website application process.

Questions? Contact:

Kimberla Bohrer, SHRM-CP, PHR  
HR Generalist  
City of Bismarck  
701.355.1333

**Also visit the City of Bismarck Jobs page at [www.bismarcknd.gov](http://www.bismarcknd.gov) for this and other great opportunities!**

Please visit <http://chc.tbe.taleo.net/chc02/ats/careers/requisition.jsp?org=BISMARCK&cws=1&rid=711> to review the detailed position requisition and apply today!

**EOE**